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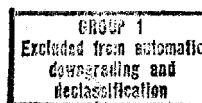
24 MAR 1968

**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT : Long-Range Planning in the  
Office of Security**

1. This memorandum is for your information only.
2. This is to advise you on a new concept in terms of long-range planning for the Office of Security. A group has recently been established, whose charter is to overview the entire Office in terms of career management; intra-Office problems; and general long-range planning. This group is made up of five Security Officers at approximately the GS-14 level and is chaired by the Deputy Director of Security. The three Directorates are represented as well as the Security Research and Executive Staffs. Consultation is conducted with the Administration and Training Staff as needed.
3. To date, the Long-Range Planning Group has considered and is implementing a new Career Planning Form to be utilized as an overall Office vehicle for use of both management and the employee. It is hoped that this form will give management a complete, graphic look at an individual employee's background without the need for detailed review of files, and also give the individual careerist a chance to express himself as to his goals in the Office. Plans are under way to automate our employees' career and preference data so as to make it readily available for Career Board use.
4. In conjunction with this career planning concept, a complete book of brief job descriptions is being prepared, setting forth all of the professional jobs in the Office of Security. Once this is completed, it is planned to have these books made available for review by each employee for the purpose of his own career planning.

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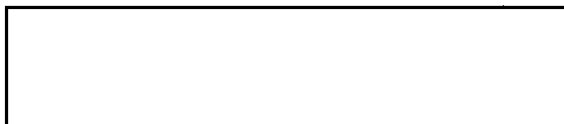


5. It was the consensus of the Group that there is, because of organizational changes, transfers, and the necessary compartmentation of the Office, a lack of adequate communication between Divisions. Therefore, another ongoing project of the Long-Range Planning Group is the consideration of an "In-Service Course" for all Office of Security professional employees. This would consist of a type of "Trends and Highlights" in the Office, given to Office of Security professionals, by Office of Security Branch Chiefs. Our Training Branch is preparing a course syllabus for this effort to be implemented this fall.

6. The Group is also currently considering such topics as a Directorate Exchange Program wherein Directorates would exchange staff professionals on a one-for-one basis for a six-month TDY; the Office of Security Language Program; the Solo Security Program in the Office; and the Agency image as a security factor.

7. We believe that the value of our planning concept lies chiefly in the composition of the Group. It bridges the "ivory tower-informal organization" gap. At the same time, it is representative of the formal organization of the Office. To broaden the input for consideration for this Group, it is planned periodically to augment its membership with young representatives--below 30 years of age and below GS-10--selected by the major components of the Office. You will be kept advised of any significant progress.

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J. Osborn  
r of Security

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Revised DD/Sec:EPG:jmj (21 Mar 69)

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